

R 282234Z MAR 05
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

UNCLAS STATE 056620

PLEASE PASS TO CLO COORDINATOR AND PMO

E.O. 12958: N/A

TAGS: AMGT, KFLO, KSEP, APER

SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON

OFFICE: DIRECTOR

1. The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please publish widely in your mission community.

2. Title: Director, Family Liaison Office (M/DGHR/FLO), GS-301-15, full time, 2-year limited appointment, Excepted Service, Schedule A.

3. Summary: The incumbent of this position will operate under the general direction of the Director General of the Foreign Service and will be responsible for the overall direction, planning, development, and implementation of the programs and services of the Family Liaison Office.

4. Major Duties:

A) Identify the concerns and needs of Foreign Service personnel and family members and establish the priorities of the office.

B) Design, develop and implement programs to meet identified needs, particularly in the areas of family member employment including direction for pilot programs geared to assisting spouses with employment, education and youth programs, support for individuals experiencing a personal or post crisis, support for families who are separated because of unaccompanied tours, policy guidance, training and Washington management of the overseas Community Liaison Office program and oversight of the website content and FLO publications program.

C) Plan, manage and evaluate FLO's budget operations and participate in the development of M/DGHR's Bureau Program Plan (BPP).

D) Represent the interests and concerns of FS family members to the Under Secretary for Management, the Director General and other senior officials in the Foreign Affairs agencies by examining existing policies, benefits, services, laws, and regulations that affect family members and recommending

appropriate policy changes as well as identifying and analyzing family problems that have an impact on the effectiveness of US representation abroad and recommending courses of action.

E) Provide information, referral and counsel to Foreign Service personnel and family members as appropriate.

F) Serve as a liaison with the Associates of the American Foreign Service Worldwide (AAFSW), the Foreign Service Youth Foundation, the Interagency Roundtable and other organizations that represent Foreign Service family interests.

G) Through appropriate Departmental channels, communicate with employee organizations, Congress, other USG agencies (departments), international and private organizations and other diplomatic services on family concerns.

H) Address a variety of audiences on topics of public interest concerning the Foreign Service community.

5. Qualifications and Ranking Factors: Applicant must be a U.S. citizen with six years of first-hand familiarity with the unique social, economic, spouse employment, educational, health needs and other issues of Foreign Service families, gained through living and working in Foreign Service communities abroad. Applicant must also be able to demonstrate the following:

A) Ability to provide overall direction, planning and coordination of multi-program activities and resource management;

B) Experience in editing, research and writing that includes gathering, organizing, and synthesizing large amounts of diverse information;

C) Ability to conduct discussions, address audiences, and interact with senior officials of Foreign Affairs agencies, and skill in persuasive oral communication;

D) Knowledge of and participation in community organizations in the United States and abroad;

E) Knowledge of the services and functions of the Department of State and the Foreign Affairs agencies as well as other USG agencies operating under COM;

F) Ability to analyze and evaluate complex problems, to develop and implement complex solutions to them or to make appropriate recommendations to resolve them.

6. How To Apply:

Interested individuals may submit one of the following: an Optional Application for Federal Employment (OF-612), an SF-171, a resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a separate supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications and ranking factors (see number 5 under Additional Information). Applications, which are incomplete or mailed in postage-paid government envelopes, will not be considered.

Send applications to Ms. Brenda Marshall, HR/EX, Room H-726, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Marshall on (202) 663-2371. The application must be received by close of business, Friday, April 28, 2005. If there are any questions regarding this announcement, please call Faye Barnes, Director, M/DGHR/FLO, on (202) 647-1076. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Barnes.

Evaluation Method: Determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the federal application or resume. It is imperative that the written information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen. Generally, only the top 3 to 5 best-qualified candidates will be referred for interview.

Additional Information. Please note that all positions in the Family Liaison Office are in the excepted service; neither previous government experience nor executive order eligibility is a prerequisite. However, candidates with government experience or eligibilities should document such experience to assist in proper evaluation of their application. Therefore:

A) All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.)

B) All non-competitive eligibles must submit proof of eligibility.

C) All applicants claiming veterans' preference must provide proof of eligibility.

D) All other applicants (non-status) must submit information identified above.

E) All applicants must submit information that addresses the ranking factors (Qualifications) in this announcement.

F) All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

Privacy Act Information: The Office Of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of Sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 of the United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

Information for those who wish to submit a resume: Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

Personal and Educational Information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work Experience and Other Qualifications: Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including: 1. Job title (series and grade if Federal employment); 2. Duties and accomplishments; 3. Employer's name and address; 4. Supervisor's name and telephone number (indicate if we may contact your current supervisor); 5. Starting and ending dates of employment (month and year); 6. Hours worked per week; 7. Salary; 8. Any other qualification, including: job-related training (title and date of course); skills (e.g., Languages, typing speed, tools,

machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications); 9. Early availability may be a factor; 10. Candidates may wish to include an email address.

7. MINIMIZE CONSIDERED.
RICE